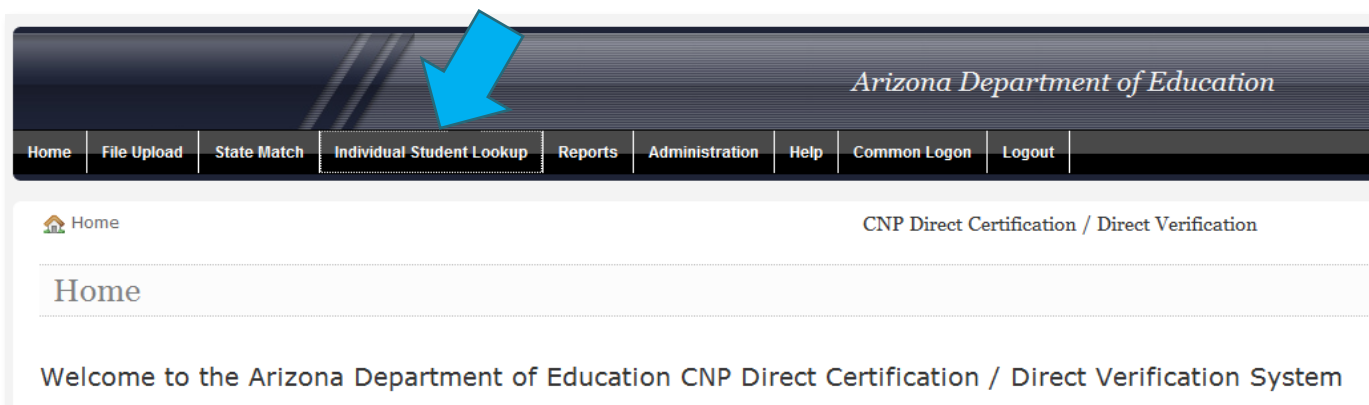


DIRECTLY VERIFYING SNAP AND TANF CASE NUMBER APPLICATIONS

PHASE 3: VERIFY

Begin by clicking on the Individual Student Lookup tab



Arizona Department of Education

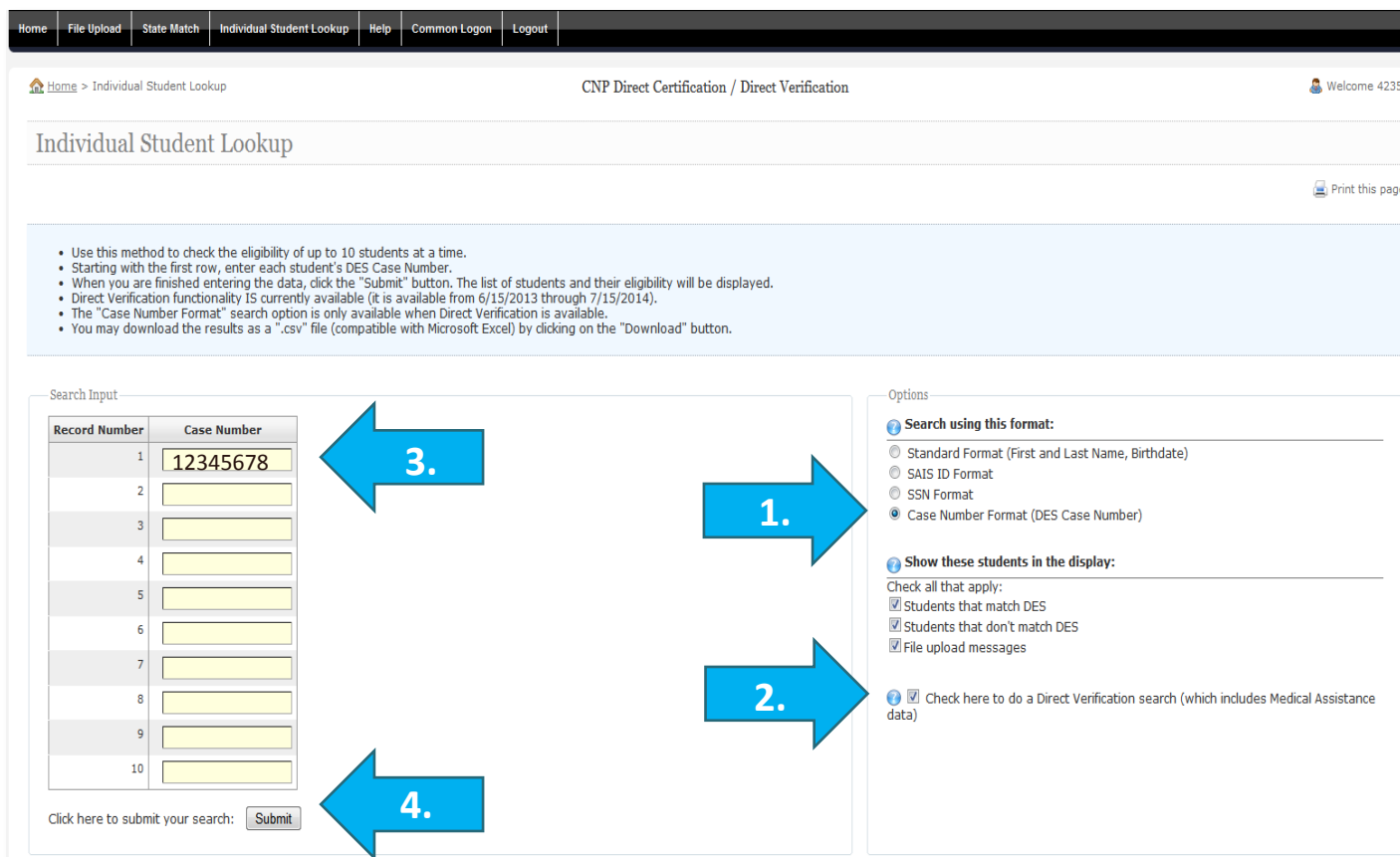
Home | File Upload | State Match | **Individual Student Lookup** | Reports | Administration | Help | Common Logon | Logout

Home CNP Direct Certification / Direct Verification

Home

Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System

1. Choose to search using the format: **Case Number Format (DES Case Number)**
2. Choose to display students: "Students that match DES", "Students that don't match DES", and "Check to do a Direct Verification search".
3. Enter the SNAP or TANF Case numbers into the field. *(You may enter up to 10 case numbers at a time)* *Note: You cannot search FDPIR case numbers.
4. Click Submit



Home | File Upload | State Match | **Individual Student Lookup** | Help | Common Logon | Logout

Home > Individual Student Lookup CNP Direct Certification / Direct Verification Welcome 4235

Individual Student Lookup

Print this page

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's DES Case Number.
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality is currently available (it is available from 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	Case Number
1	12345678
2	
3	
4	
5	
6	
7	
8	
9	
10	

Click here to submit your search:

Options

Search using this format:

- ☐ Standard Format (First and Last Name, Birthdate)
- ☐ SAIS ID Format
- ☐ SSN Format
- ☒ Case Number Format (DES Case Number)

Show these students in the display:

Check all that apply:

- ☒ Students that match DES
- ☒ Students that don't match DES
- ☒ File upload messages

☒ Check here to do a Direct Verification search (which includes Medical Assistance data)

Print Results page.

Results

Processed as:	Case Number		
Prepared by:	IntQA1_1 User1	Date Prepared:	9/22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	Case Number	Birthdate	DES Results	DES Decision Date
1	12345678	02/22/2008	Match	03/01/2011

Understanding the Results

Look only at the column DES Results.

Match: If any case number resulted in a “Match” – Verification is completed.

- *Reminder: If one child results in a “Match”, all children in that household are considered verified.*

No Match: If any case number resulted in a “No Match”, Verification is NOT completed.

- *Best Practice: Continue to search by using either the Standard, SAIS ID, or SSN format in the individual student lookup before requesting documentation from household.*